2009 CSAC GPA Submission Training

- To hear the audio portion of this training please dial-in to the telephone conference line:

(888) 886-3951

CCCConfer Passcode: 435212

- HAVING PROBLEMS?

CCC Confer Client Services is available

Mon - Fri between 8:00 am - 4:00 pm
760-744-1150 ext 1537 or 1554

or email clientservices@cccconfer.org

2009 CSAC GPA Submission Training

PRESENTED BY:
School Support Services Branch
California Student Aid Commission
E-Mail: schoolsupport@csac.ca.gov
(888) 294-0153 – Option 3

Assisted By:

CSAC Helper 1
CSAC Helper 2

2009 CSAC GPA Submission Training

- **Our thanks to the California Community College Chancellor's Office for allowing us to use CCCConfer, their on-line webinar system!**

- **This session will be <u>archived</u> for future access from the CCC Confer website (available for 90 days): <u>www.cccconfer.org</u> – Click on Archives tab**

- **A <u>FAQ</u> sheet from today's chat questions will be e-mailed to all registered participants.**

Establishing a WebGrants Account Who to Contact:

- Contact the CSAC Technology Help Desk
  - (888) 294-0148
  - csachelpdesk@csac.ca.gov
- Retrieve the WebGrants access request forms from the CSAC website
  - www.csac.ca.gov
- To access the WebGrants Home Page
  - https://webgrants.csac.ca.gov

Retrieving the CSAC WebGrants Access Forms

- Retrieve the WebGrants High School access request forms from the CSAC website:

- www.csac.ca.gov
  - Schools
  - High Schools
  - WebGrants

www.csac.ca.gov

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California ⦿ This Site

CALIFORNIA STUDENT AID COMMISSION

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2007 CSAC Meeting Schedule A | Colleges | Community Colleges | High Schools |

Schools

If you're a school staff member and you're looking for information and assistance on the topic of financial aid, this is the site for you.

» **2008 CSAC Meeting Schedule** - Please note all meetings are subject to change

» **2007 CSAC Meeting Schedule** - Please note all meetings are subject to change.

» **Colleges** - Information for Financial Aid Administrators

» **Community Colleges** - Student Services Staff

» **High Schools** - Information for Counselors

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Fast Blast 2007 | Fast Blast 2006 | News Releases | Fact Sheets | Commission Programs |

High Schools

Information for Counselors

The following links provide information for High School Counselors and staff who assist with preparing students for college.

For information about the recent High School Counselor Workshops, select from the list below.

-» GPA Verification Information - Operations memo, and FAQ's

-» Training - Opportunities for High School Counselors and Administrators

-» Financial Aid Programs - Federal, State, Campus, and Other Sources of Financial Aid

-» Application Process -

-» Publications - List of Available Commission Publications

-» WebGrants - High School Online Access to GPA Upload and School of Origin Reports

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WebGrants

High School Online Access to GPA Upload and School of Origin Reports

WebGrants is the California Student Aid Commission's (Commission) Internet-based access for Cal Grant grade point average (GPA) submission for high schools. It provides a high school with the ability to upload Cal Grant GPA data, access reports and use online services. It specifically allows high schools to:

- Upload student GPA data files for consideration in the Cal Grant A, B, and C Programs
- Search, retrieve and edit records from the GPA data files
- Access and download Commission policy memos and bulletins
- Print School of Origin Reports anytime
- Use High School GPA collection tools

Advantages - There are many advantages and benefits for submitting high school GPAs online via WebGrants. This Web-based technology allows users 24-hour access to GPA information. WebGrants eliminates the need for desktop software, allowing instant uploads of GPA files in real time. With the ability to search, retrieve and edit records from the GPA table, users will find WebGrants to be a very helpful tool in submitting GPAs. Through the online GPA function, GPAs are certified electronically, thus eliminating the need to fax or mail a GPAVerification Form. All of this will make it easier for your students to meet the March 2nd Cal Grant deadline.

Security - Security concerns are very important to the Commission. The Commission has taken many precautions to assure that all transmissions are secure and the data is protected from unauthorized access. The system's design provides security features such as confidential individual user password access and secure firewalls to protect data and restrict unauthorized access. In addition, encrypted transmission of GPA data files and system generated audit trails monitor navigation and data transmission.

For more information about how to sign up for WebGrants, call the Commission's Help Desk at (888) 294-0148.

⇒ CCC Confer Home Page - Electronic GPA Upload Training

⇒ Request for System Administrator Access - System Administrator Access Form

⇒ Request for Security Agreement - Security and Confidentiality Agreement Form

Please fill out the following form. If you are a form author, choose Distribute Form in the Forms menu to send it to your recipients.

Print Form

Grant Delivery System (GDS) - WebGrants
High School System Administrator's Access Request Form

CALIFORNIA STUDENT AID COMMISSION

A signed Information Security and Confidentiality Agreement must be received and approved by the California Student Aid Commission prior to accessing the GDS - WebGrants system.

I. High School Section

High School Name

High School Address	City	State	Zip Code

College Board Code	CDS Code

WASC Accreditation Code *(or other eligible regional accreditation code)*	Accreditation Association Contact Information *(if other than WASC)*

II. Personal Information Section *(to be completed by person requesting access)*

Name *(Last, First, Middle Initial)*

Special Identifier *(Check only one; limited to nine alpha-numeric characters maximum)*

High School Grant Delivery System (GDS) – WebGrants Information Security and Confidentiality Agreement

A signed Information Security and Confidentiality Agreement (the "Agreement") is required by the California Student Aid Commission from any Institution accessing the GDS – WebGrants System.

CALIFORNIA STUDENT AID COMMISSION

High School Name	College Board Code		
Western Association of Schools & Colleges (WASC) Code (or other Eligible Regional Association Code)	CDS Code		
High School Address	City	State	Zip Code

The High School listed above agrees to comply with the following requirements as a condition of gaining access to the GDS – WebGrants System of the California Student Aid Commission (the Commission):

1. Passwords and user identification numbers (IDs) are to be treated as confidential information. School employees shall not share passwords and IDs.

2. The high school's Principal will designate another individual as the high school's System Administrator. The System Administrator will be granted the authority and responsibility to create or disable individual user accounts for that high school's staff access to the GDS – WebGrants System. The Principal will not have this authority and responsibility.

3. Computerized files created pursuant to this agreement include confidential information. These files and the data contained within these computerized files will be maintained by the Commission consistent with federal and state privacy laws, and must be treated with the utmost confidentiality by all parties.

Access to WebGrants

- Once your System Administrator's Access form and your Information Security and Confidentiality Agreement are submitted and processed, our CSAC Help desk will e-mail your User ID and Password to you.

- CSAC requires the actual signed forms, faxes not accepted.

- At that time you will be able to access WebGrants

https://webgrants.csac.ca.gov

https://webgrants.csac.ca.gov/logon.asp - Microsoft Internet Explorer provided by CSAC

Back   Search   Favorites   Media   Links   CSAC PRINTERS   CSAC Intranet

Address   https://webgrants.csac.ca.gov

California Student Aid Commission

WebGrants System

VeriSign Secured
VERIFY ▶
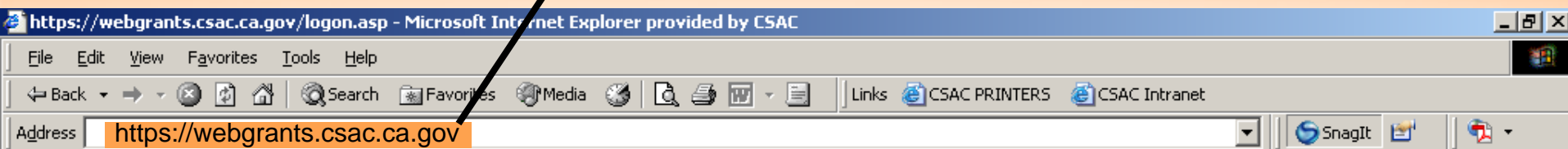
Welcome!

Help With Your Account

Please sign in

Please enter your user name, password.
Authorized Use Only

User Name	
Password	

Sign-in

Need to create an account?

➡ **For a School Administrator Account:**
Please call 1-916-526-8989   or 1-888-294-0148
or E-mail CSAC Support

➡ **For a User Account:**
Contact your School Administrator

➡ **For Browser Versions or Monitor Screen Area Settings:**
Help With Your Account

➡ **Apple/Mac Computers:**
Results may be unpredictable

UNAUTHORIZED ACCESS TO THIS STATE OF CALIFORNIA COMPUTER SYSTEM AND SOFTWARE IS PROHIBITED BY CALIFORNIA PENAL CODE 502 AND PUBLIC LAW 99-474, TITLE 18, UNITED STATES CODE.

This system is to be accessed by authorized users only. If you, or any individual, use this computer system without authority or in excess of your authority, you are subject to disciplinary action. System personnel routinely monitor our computer system and account activities for improper uses. Anyone using this system expressly consents to such monitoring.   If it reveals possible criminal activity, system personnel may provide the evidence from such monitoring to law enforcement officials.

Why use WebGrants to submit GPA's?

- GPA's can be uploaded by batches or individual records

- WebGrants has built-in edits to catch errors

- Confirmation of receipt of records

- Access to GPA Summary and School of Origin Reports

- More secure than US Mail

How do you access the User Guides in WebGrants?
Use the Help link in the upper, right-hand corner.

WebGrants Help Menu

California Student Aid Commission
WebGrants System

GPA   Data Transfer   User Administration

Help Center

General Information
- Changing Your Password
- Preparing GPA files for upload to the California Student Aid Commission
- Help with your Account

Publications
- Operation Memos and Alerts
- Production Schedule

User Guides
- Getting Started for High Schools   (Revised November 13, 2003)
- GPA Screens   (Revised June 17, 2004)
- School Information Screens for High Schools   (Revised June 17, 2004)
- Data Transfer Screens for High Schools   (Revised December 15, 2004)
- User Administration for High Schools   (Revised April 23, 2004)

File Specifications
- GPA

How to Calculate Cal Grant GPA's

How to calculate GPA's for High School <u>Seniors</u>:

Base GPA only on courses taken during Sophomore and Junior years (including any Summer courses taken for Sophomore and Junior years). NEVER include grades from P.E., ROTC, or remedial courses (use your school's own definition of remedial). Failing grades not retaken prior to the students Senior year must be included.

– Calculate the GPA's based on a maximum 4.00 scale (anything over a 4.00 will reject).

How to Calculate Cal Grant GPA's Cont.

For high school graduates include their senior year grades as well.

To calculate a college GPA, go to: http://www.csac.ca.gov/doc.asp?id=1177

Look for:

"Cal Grant GPA Calculation Instructions"

Best Practice Topics
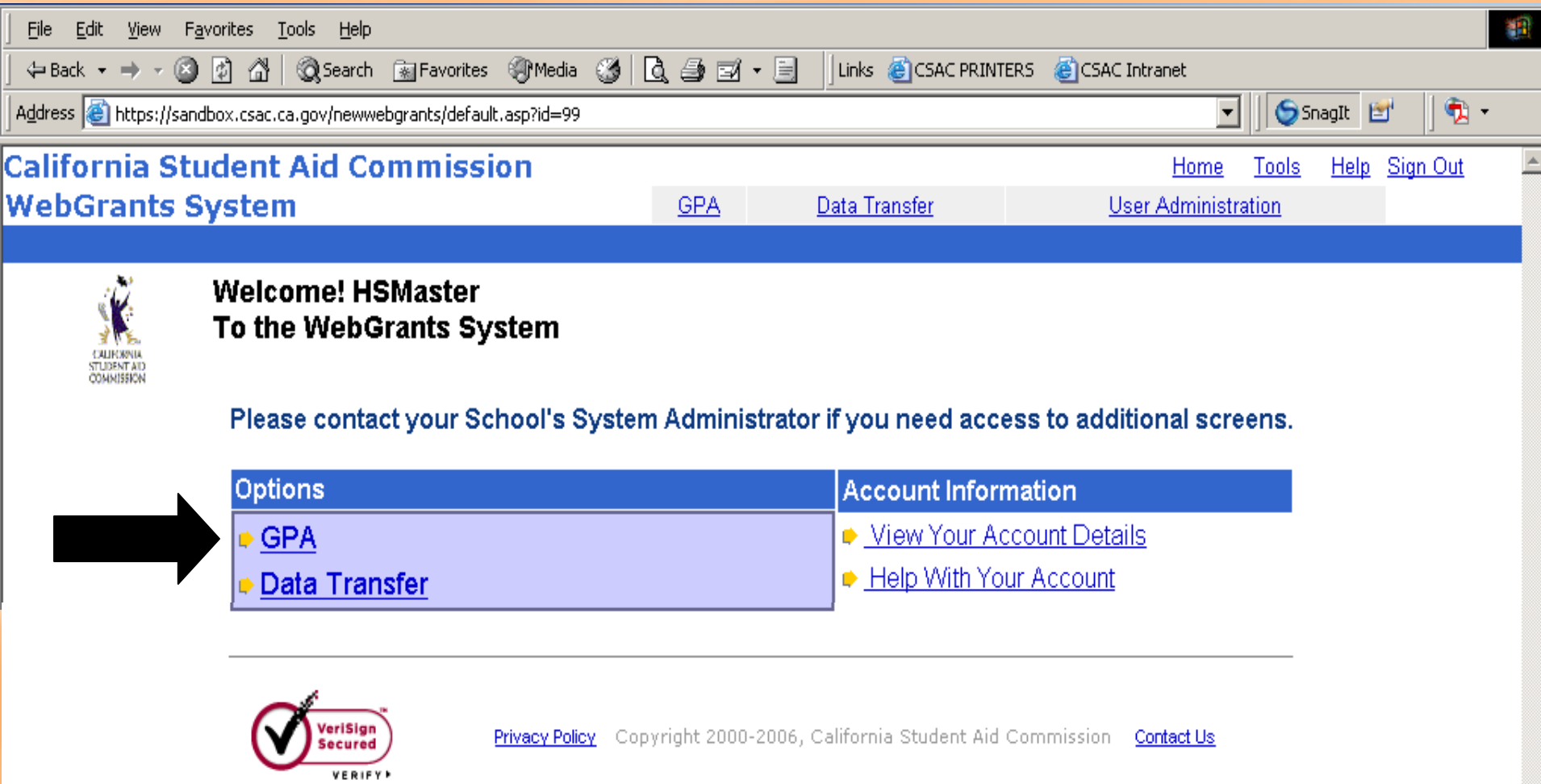
1. DON'T WAIT! (GPA's can be uploaded right now)
2. Establish a WebGrants account.
3. Know how to access the WebGrants User Guides on the GPA upload process.
4. Use the "Add GPA's" screen for a small batch of GPA records (ex. less than 100).
5. Upload a GPA data file in **.txt** format if you have a lot of GPA records (more than 100).
6. Use WebGrants reports to see the status of your submitted GPA records.

Only have a small number of students?

Add their GPA's individually.

Uploading GPA's by individual record.

"Click GPA"

Uploading GPA's by individual record.

Click "Add GPA's"

Uploading GPA's by individual record

Screenshot of the California Student Aid Commission WebGrants System, GPA Certification page in Microsoft Internet Explorer.

Address: https://sandbox.csac.ca.gov/newwebgrants/GPA/PerjuryWarning.asp?mode=addrecords&id=203

California Student Aid Commission WebGrants System

Home   Tools   Help   Sign Out

GPA | Data Transfer | User Administration

GPA Main   Upload GPAs   File Upload Status   Add GPAs   Change/View GPAs

GPA Certification

Please review the GPA Certification Agreement. If you agree to the terms and conditions click ACCEPT to continue.

To Submit GPA's, you must certify that you are an authorized school official and that the reported GPA's:
1) are correct and are accurately reported to the best of your knowledge under penalty of perjury, and
2) are subject to review by the Commission or its designee.

[Accept]   [Decline]

Privacy Policy   Copyright 2000-2006, California Student Aid Commission   Contact Us

Uploading GPA's by individual record

Select the 09/10 AY

Choose the number of records and click "GO"

Uploading GPA's by individual record

TIP

- When adding GPA's individually, only add about 10 at a time. The WebGrants system does time out, so if the system times out before you "Submit" the GPA's, they will not be saved.

Have a lot of GPA records to submit?

Use the GPA Upload Process.

WebGrants GPA File Layout

Data File Layout Specifications

GPA Upload

📄 **GPA - Text File Specification**

FieldName	Length	Type	Position	Comments
SSN	9	Numeric	1-9	Required
Blank	1	Filler	10	Blank
GPA	3	Numeric	11-13	Required
Blank	1	Filler	14	Blank
School Code	6	Numeric	15-20	Required
Blank	1	Filler	21	Blank
High School GPA Flag	1	Alpha	22	Required
Blank	1	Filler	23	Blank
HS Grad Date	6	Numeric	24-29	Required
Blank	1	Filler	30	Blank
SP School Code	6	Numeric	31-36	Required

File   Edit   View   Insert   Format   Tools   Data   Window   Help   Adobe PDF

Arial   11   **B** *I* <u>U</u>

G15

	A	B	C	D	E	F	G	H
1								
2	Name	Homeroom	SSN	GPA	School Code	HS GPA	Grad Date	Spring School Code
3	Cortez, Maria	Mathews		400			062006	
4	Smith, John	Mathews		321			062006	
5	Vandever, Clay	Holst		297			062006	
6								
7								
8								
9								
10								
11								
12								
13								
14								

GPA Upload

- If you will be using Excel to create your GPA file, you should first format your cells to a text format. To do this:
  - First click on the corner cell next to "1" and "A"
  - Then click on "Format"
  - Then select "Cells"
  - Finally choose "Text" located in the Number Tab
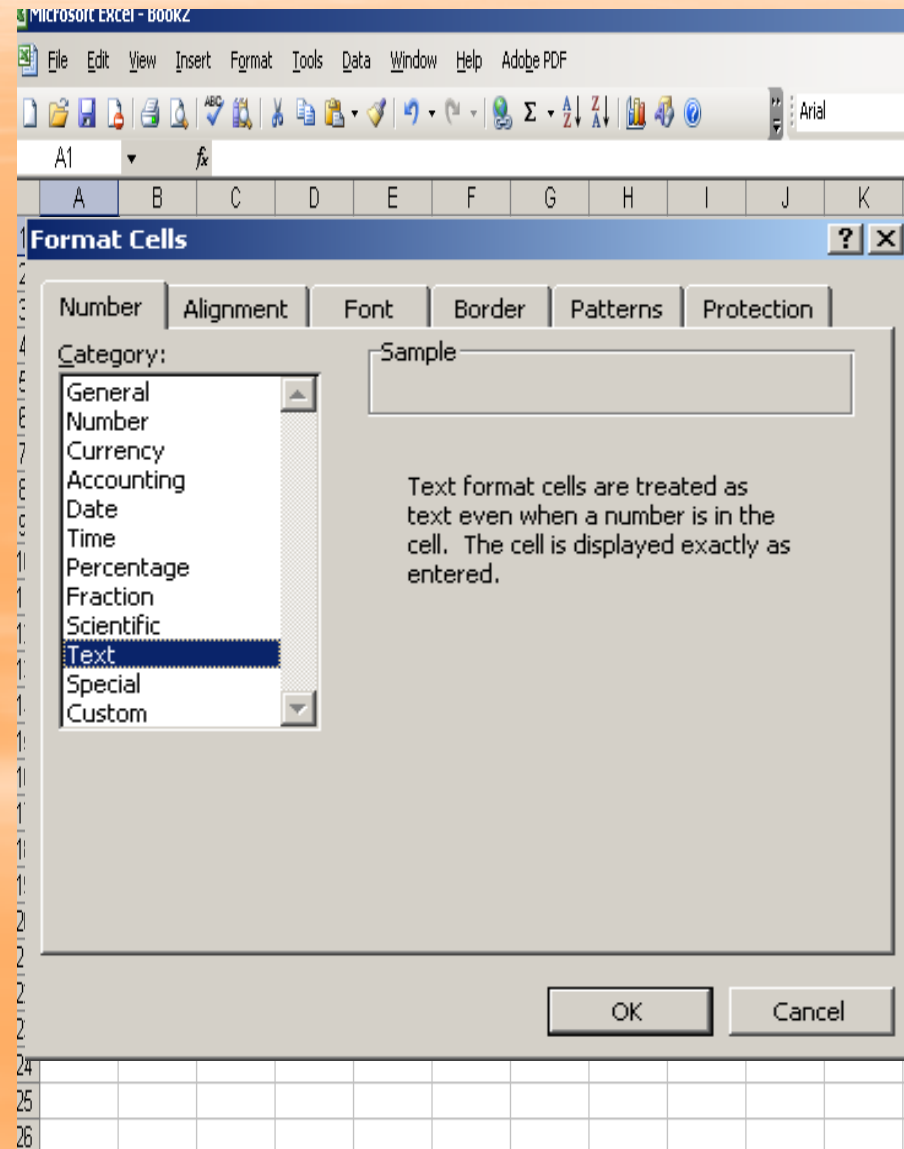
You might start with an Excel GPA file that looks something like this:

	A	B	C	D	E	F	G	H	I	J	K
1											
2	Name	Homeroom	SSN	GPA	School code	HS GPA?	Grad Date	Spring School Code			
3	Cortez, Maria	Matthews	523456783	400	050001	Y	062006	050001			
4	Smith, John	Matthews	177345672	321	050001	Y	062006	050001			
5	Vandever, Clay	Holst	034945671	297	050001	Y	062006	050001			
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

The "Header" row or title row for each section is not needed and should be deleted.

After selecting the entire row, RIGHT CLICK on your mouse and select Delete to delete the row

Now the row is gone…but what else is wrong?
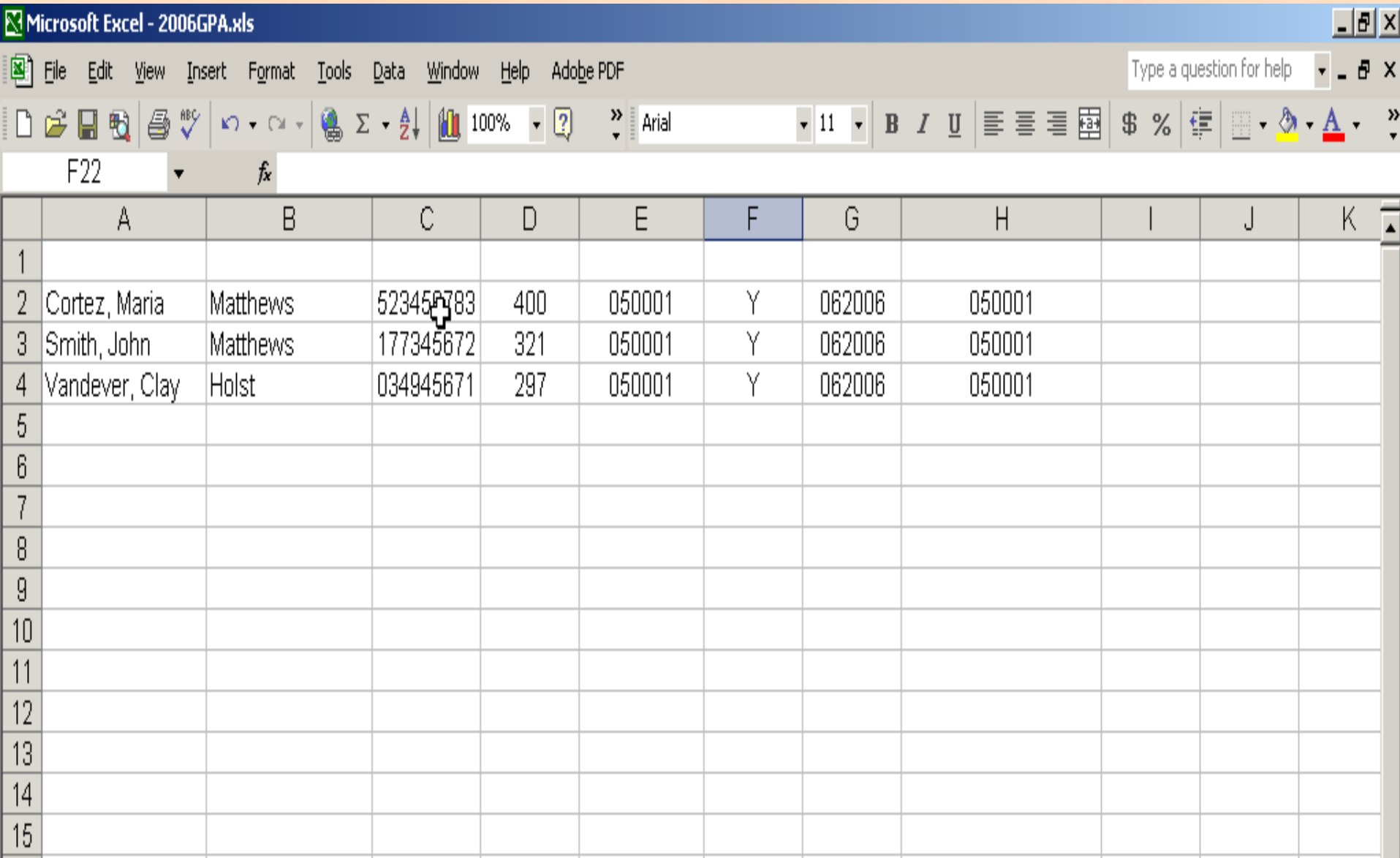
We don't need the student's name or Homeroom teacher's name. This will also need to be deleted.

Same as before, highlight the columns and then RIGHT CLICK to delete them.
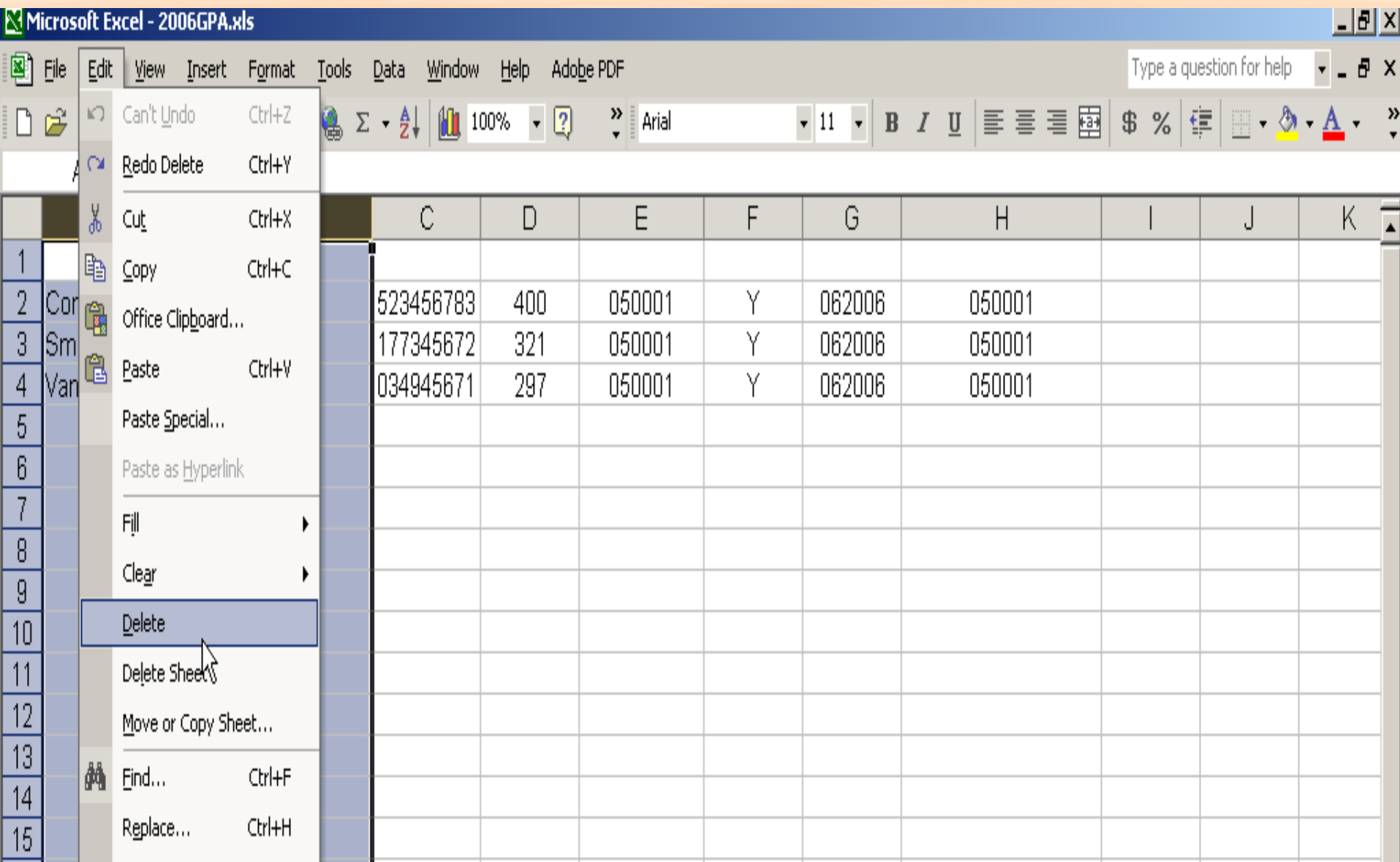
Anything else? (*hint: it's already highlighted!)
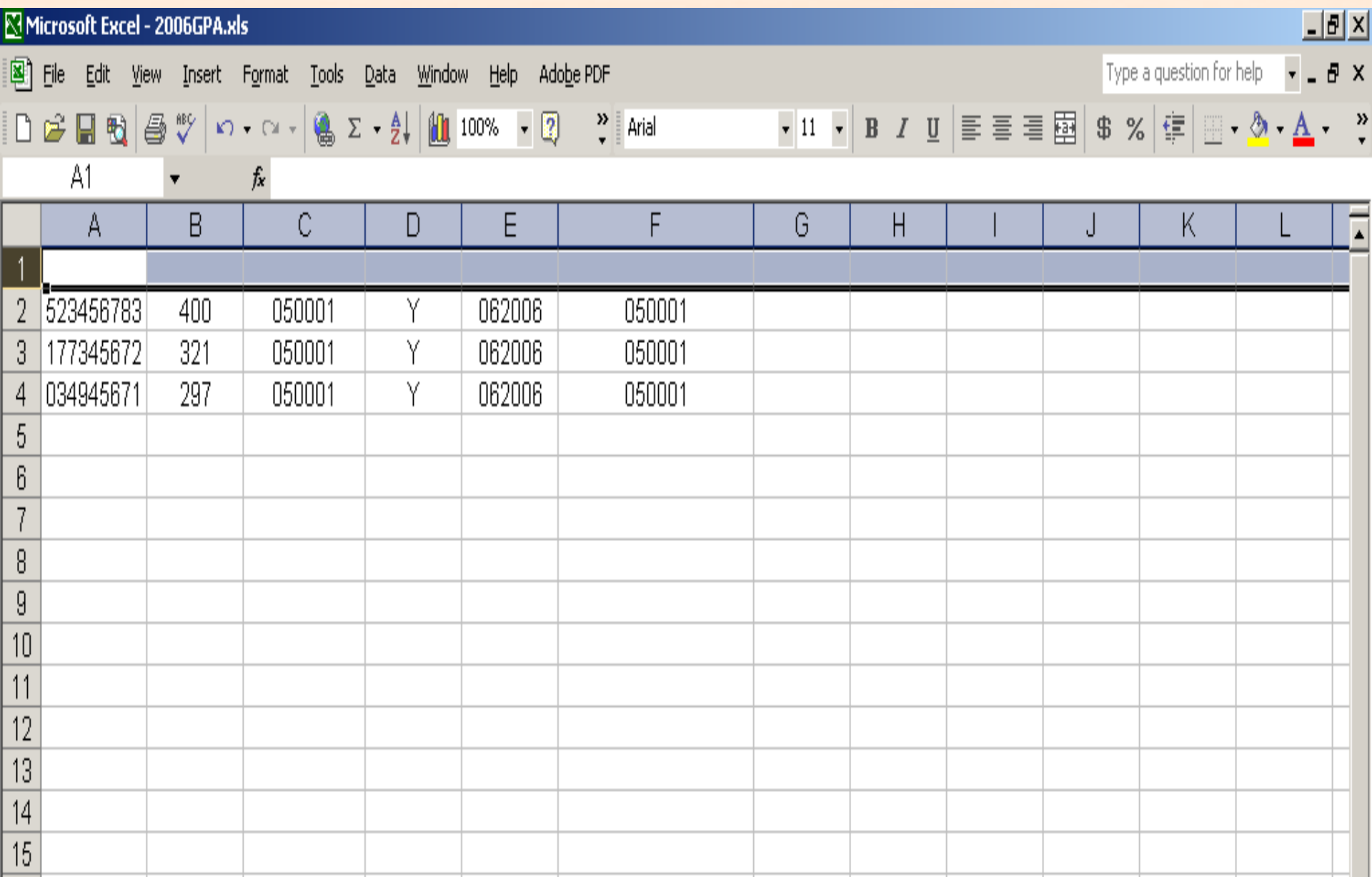
RIGHT CLICK to delete the blank row. You would also delete any extra blank columns too (this is a common reason why data files don't upload correctly).
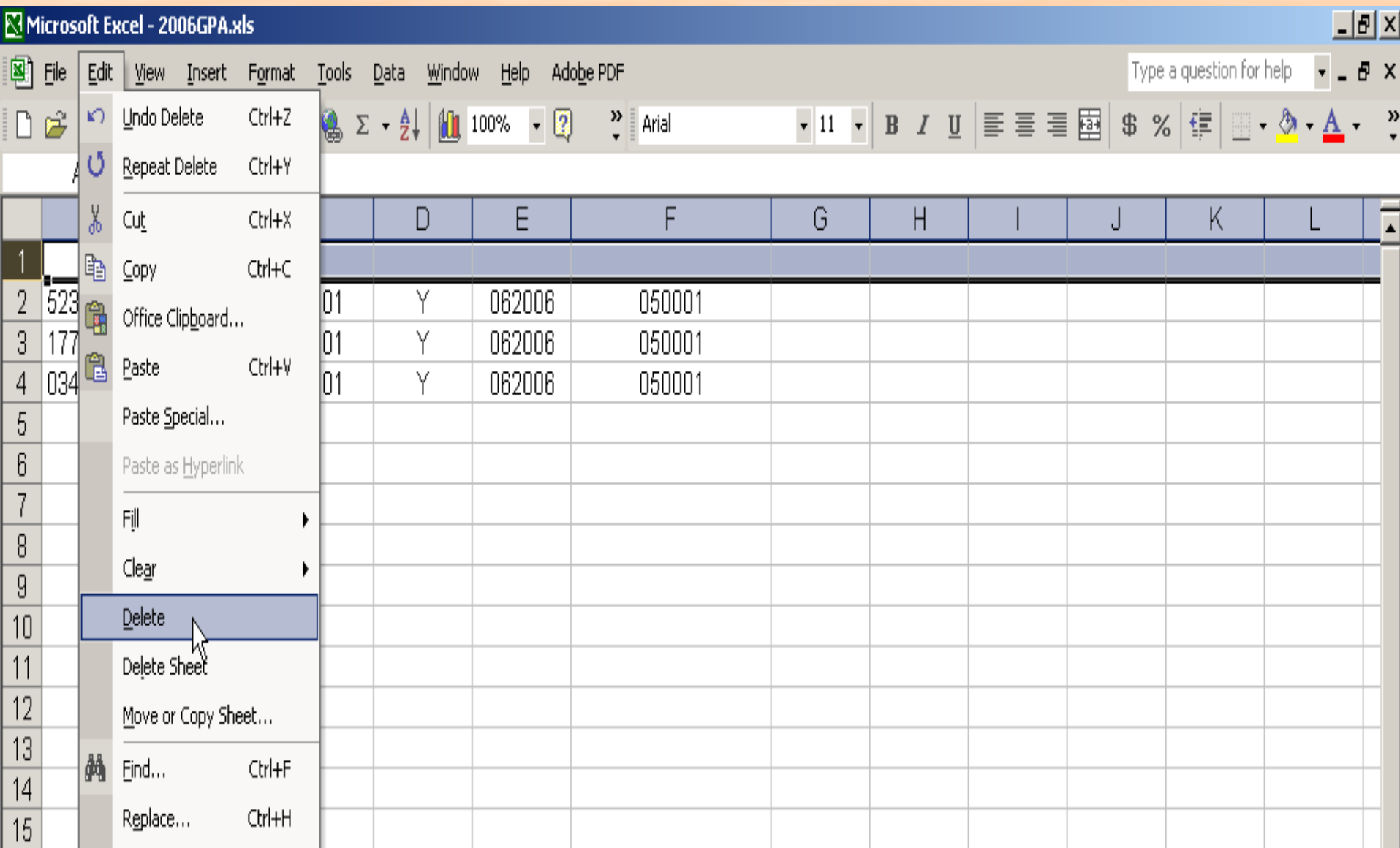
Ready to save as text
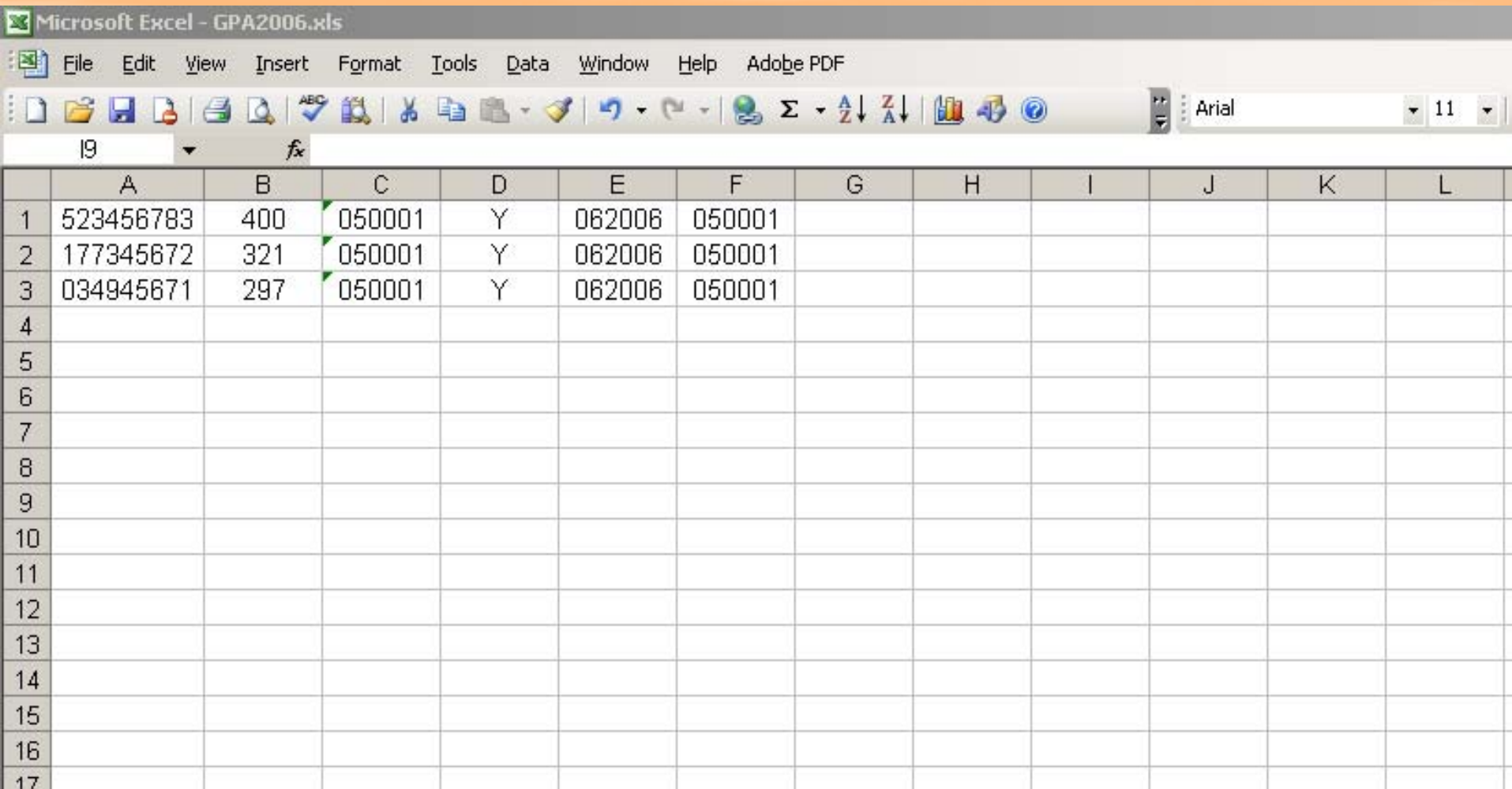
Once you have ensured that all the GPA records are correct, save the file to your desktop as a text file (.txt)
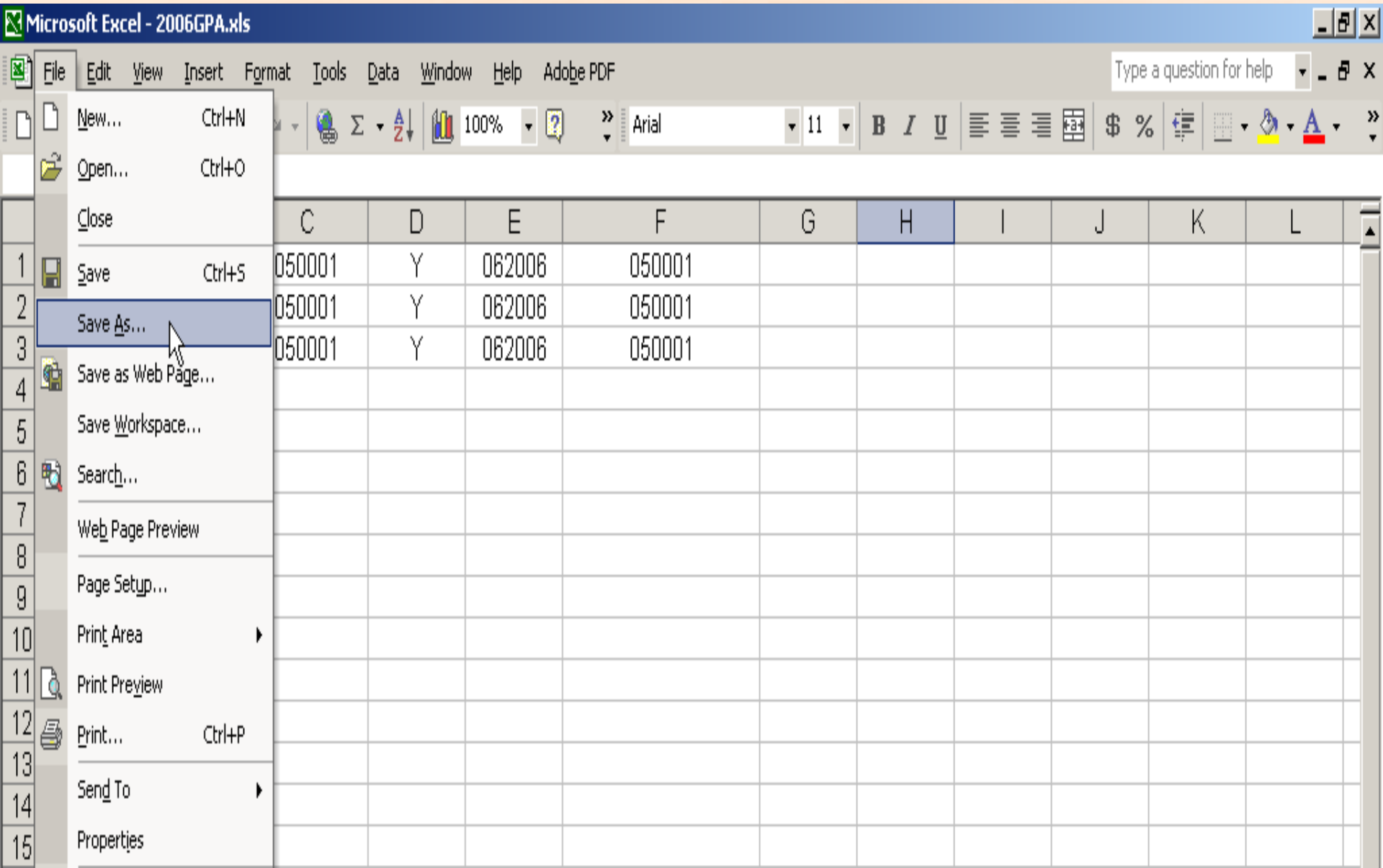
Saving an Excel Spreadsheet as a text file (.txt)

Text (MS-DOS) (*.txt)

You will get two alert messages, just click OK or Yes for both of them.

You will get two alert messages, just click OK or Yes for both of them.

California Student Aid Commission (Instance = SAPRD)

WebGrants System

Home   Tools   Help   Sign Out

Enrollment   **GPA**   Student Info   School Info   Table Edit   Roster/Reconciliation   Data Transfer   Chafee Grant   User Administration   Accounting

The Commission is now accepting GPAs for the 2009-10 award year. The deadline for submission is March 2, 2009. Please contact School Support at (888) 294-0153 if you require assistance.

GPA

- **Upload GPAs**
- **File Upload Status**
- **Add GPAs**
- **Change/View GPAs**
- **Add Test Scores**
- **View/Change Test Scores**
- **High School Graduate Verification**

Under the GPA – Upload GPA's screen, the .txt file you just saved to your desktop is the one you upload. Click on Browse to find the file on your desktop.

This is the screen you'll get during the upload.
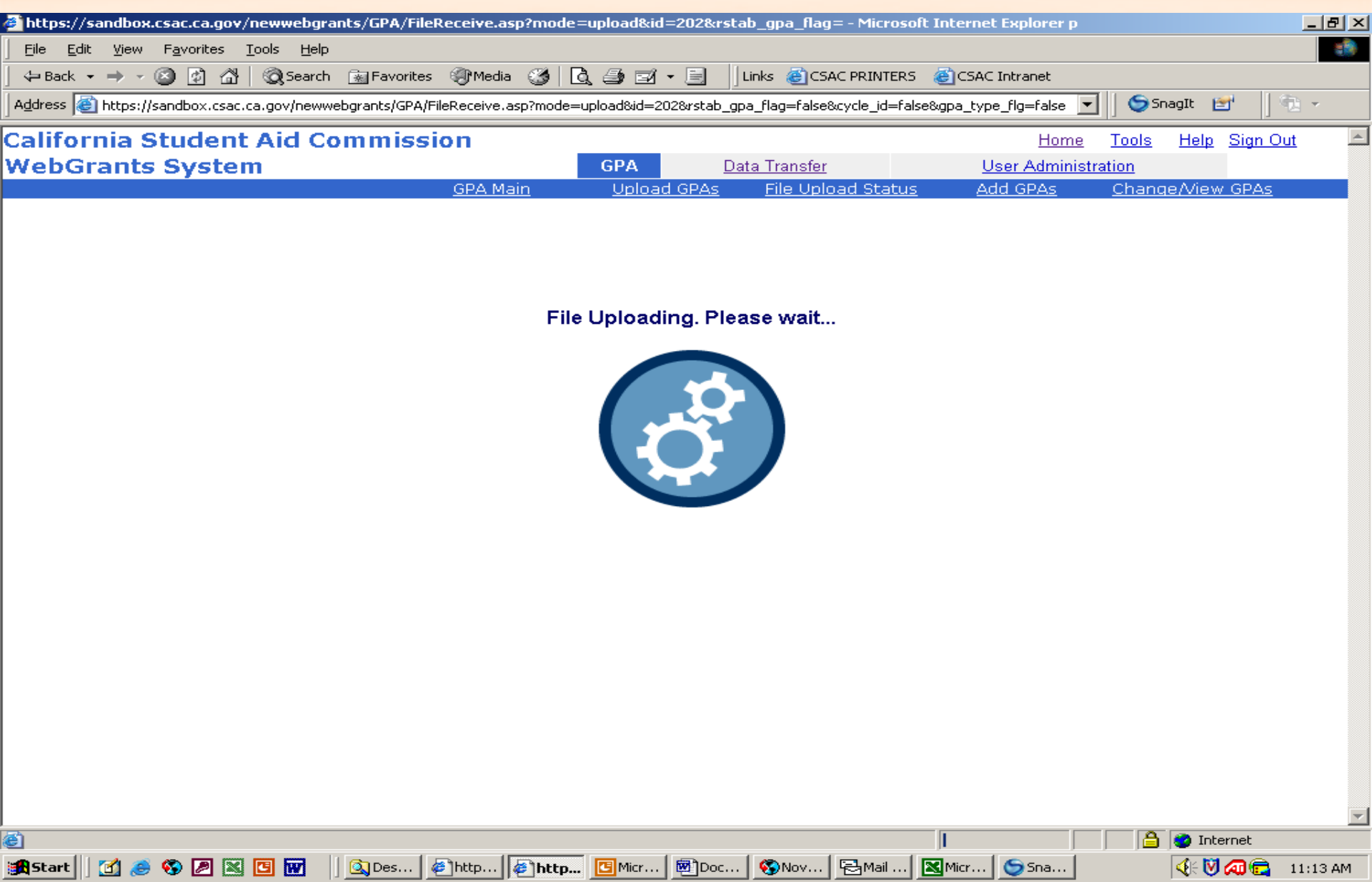
This is the upload status screen you get after the upload. This screen tells you if any of the records had errors and need to be fixed and uploaded again.

File   Edit   View   Favorites   Tools   Help

⟵Back ▾   → ▾ ⊗ 🔄 🏠 | 🔍Search ⭐Favorites 🎬Media ⊘ | 🔍 🖨 ✏ ▾ 📄 ‖ Links CSAC PRINTERS   CSAC Intranet

Address https://sandbox.csac.ca.gov/newwebgrants/GPA/FileReceive.asp?mode=upload&id=202&rstab_gpa_flag=false&cycle_id=false&gpa_type_flg=false ▾ | SnagIt 📧 | 📄 ▾

California Student Aid Commission WebGrants System

Home   Tools   Help   Sign Out

GPA | Data Transfer | User Administration

GPA Main   Upload GPAs   File Upload Status   Add GPAs   Change/View GPAs

Step 2 of 3: Review Pending Records

GPA File Upload Status

THIS IS NOT THE FINAL SCREEN!

Once valid GPA records are submitted, the invalid data is irretrievable.

View Invalid Records
Print Invalid Records
Download Invalid Records

File Name	2006gpa.txt
File Size	114
File Type	text/plain
Total Records	3
Valid Records	0
Invalid Records	3
Deleted Records	0

Step 3 of 3: Submit Records to CSAC

➡ There are no valid records to submit. Please correct the invalid records and resubmit the file.

California Student Aid Commission
WebGrants System

Home   Tools   Help   Sign Out

GPA   Data Transfer   User Administration

GPA Main   Upload GPAs   File Upload Status   Add GPAs   Change/View GPAs

View Invalid GPA Records

You have three options for handling Invalid GPA Records:
- Correct the original file on your PC and start the upload process again.
- Return to the File Upload Status screen and download the file of invalid records to your PC for correction.
- Click on **Add GPA** in the blue bar above and add the corrections manually.

For options 2 and 3 above, remember to complete the upload of the valid records by selecting the **Submit Records** button located on the File Upload Status screen.

Print Invalid GPA Records   Return to File Upload Status

Search Invalid GPAs:

[▼] = [   ]   GO!

Total Records Retrieved: 3   View Records [Page 1 ▼] Go

Click on header title to sort by the corresponding field

Rec No	SSN ▲	GPA	School Code	HS GPA Flag	Grad Date	Spring School Code	GPA Type	Reject Reason
1	122345672	321	050001	Y	062006	050001		Invalid School Code School Not Accredited
2	123345671	297	050001	Y	062006	050001		Invalid School Code School Not Accredited
3	123456783	400	050001	Y	062006	050001		Invalid School Code School Not Accredited

Print Invalid GPA Records   Return to File Upload Status

Once you have corrected the GPA records that had errors and re-uploaded the file, you should get a confirmation that there were zero invalid records!

Step 2 of 3: Review Pending Records

GPA File Upload Status

## THIS IS NOT THE FINAL SCREEN EITHER!

View Valid Records

File Size	114
File Type	text/plain
Total Records	3
Valid Records	3
Invalid Records	0
Deleted Records	0

Step 3 of 3: Submit Records to CSAC

When **Submit Records** is selected you will receive an "GPA File Successfully Submitted" message. We recommend that you print your submitted records at that time.

Submit Records

This is the screen you will get when you have successfully uploaded your GPA file (print it out!)
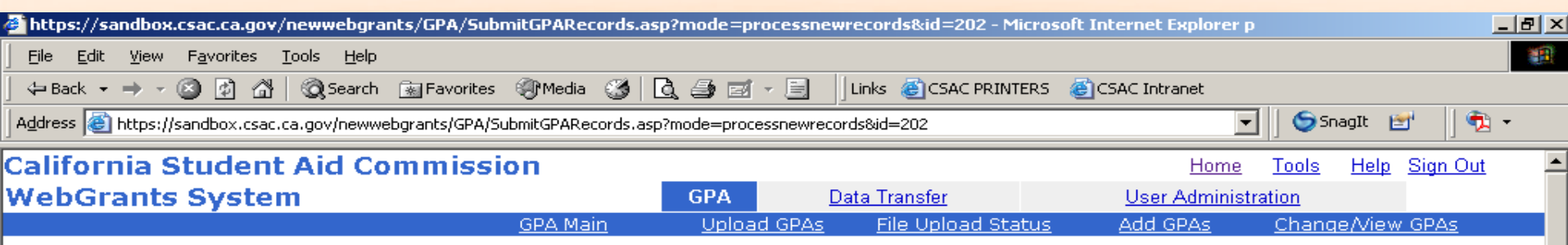
THIS IS THE FINAL SCREEN!

GPA File Successfully Submitted to CSAC

Congratulations. Your file has been successfully submitted to CSAC. We strongly recommend that you print a copy of the file for your records **before** proceeding, and maintain the report as proof of submission. The report will not be available once you exit this screen.

Summary of GPA Records

File Name	2006gpa.txt
File Size	114
File Type	text/plain
Date Created	2/12/2006 11:25:10 AM
Total Records Submitted	3

Print Submitted Records   Return to Upload GPA Screen

WEBGRANTS REPORTS

To view WebGrants Reports – Click on Data Transfer
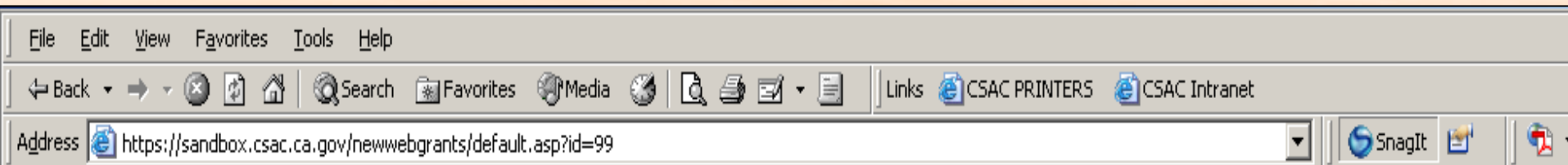
California Student Aid Commission
WebGrants System

| GPA | Data Transfer | User Administration |

Welcome! HSMaster
To the WebGrants System

Please contact your School's System Administrator if you need access to additional screens.

Options	Account Information
● GPA	● View Your Account Details
● Data Transfer	● Help With Your Account

Select Report Download

Your school ID will auto-populate, then use the drop-down menu in the Reports field to select GPA Summary report. Then click GO!

Note the Report Date; this is the day that we last ran a batch cycle so every GPA that was uploaded through this date will be on the report. Click on Retrieve File.

Click on Display/Download link to view the report. To save or print the report, RIGHT CLICK on this link and select Save Target As to save it to your desktop as a text file.

CSAC GPA Videos on Teacher Tube

- Access CSAC GPA videos on Teacher Tube
- Go to www.teachertube.com
- Hit the "Videos" tab.
- In the "search videos" field enter "CaStudentAid"
- Please note the search function is case sensitive.

This concludes the **2009 Electronic GPA Submission Training**!

QUESTIONS?

PLEASE EMAIL US AT:

SCHOOLSUPPORT@CSAC.CA.GOV